

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4187 **TITLE:** SENIOR ALCOHOL TEST UNIT TECHNICIAN
GRADE: S-16

DEFINITION:

Under limited supervision, trains Unit Technicians in procedures and techniques in the Police Department's Alcohol Test Unit (ATU); performs the duties of an Unit Technician; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class function as lead workers, training and guiding lower-level technicians. In contrast, positions in the Alcohol Test Unit Technician class are assigned full-performance level technical work.

ILLUSTRATIVE DUTIES:

Trains Unit Technicians in procedures and techniques;
Provides guidance to Unit Technicians in the performance of their duties;
Maintains records on breathalyzer machines and simulators;
Maintains records on Unit's activities;
Produces documents under court order (also known as Duces Tecum Subpoenas);
In the presence of the arresting officer, draws blood to be tested for alcohol or drug content;
Places blood in vials to be sent to an outside laboratory for analysis;
In the presence of the arresting officer and defendant, performs a breathalyzer test to measure the degree of alcohol in the blood;
Calibrates the breathalyzer machine after each use and ensures it is in good working order;
Logs data on each test administered and maintains test records;
Testifies in court as to test procedures and results;
Deals with citizens tactfully and courteously under adverse conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of standard methods for performing venipuncture;
Skill in performing technical venipuncture procedures;
Skill in performing breathalyzer tests which are accurate, reliable and valid;
Ability to successfully train others in Unit techniques.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Two years of medical or hospital experience performing venipuncture and conducting breathalyzer tests.

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CERTIFICATES AND LICENSES REQUIRED:

Possession of a Breathalyzer Operator's License issued by the Virginia Department of General Services, Forensic Science Division;
Possession of a valid Motor Vehicle Driver's License.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to receive a designation from the Circuit Court authorizing him/her to withdraw blood for the purpose of determining its alcohol and/or drug content;
Must successfully complete a state criminal history record check prior to appointment.

REVISED: April 26, 1999
RETITLED/REVISED: September 12, 1994